WELCOME TO THE BAKERSFIELD COLLEGE STUDENT SUCCESS LAB
Before You Get Started...

- Do you know your Bakersfield College Student ID #?
- Do you know your Bakersfield College generated student email?

If you have said no to either, please let one of the lab staff know, and we will show you how to retrieve them.
STUDENT SUCCESS LAB ORIENTATION

SS 143

for

ACDV B201 a ~ reading for units
ACDV B201 B ~ writing/grammar for units
ACDV B281 A B C ~ no units

Proofreading Assistance
Lab Hours

- **Fall and Spring:**
  - Monday and Thursday 8:30am-6:30pm
  - Tuesday and Wednesday 8:30am-7:30pm
  - Friday 8:30am-12:20pm

- **Summer:**
  - Monday – Thursday 10am – 4:00pm

Coordinator for the lab: Kimberly Nickell
395-4654

The last day to complete Reading and Writing classes for .5 or 1 unit is Wednesday, December 7, 2011
In the Student Success Lab, we:

- Welcome questions
- Have at least one teacher on duty at all times
- Have wonderful grammar handouts on a wide range of topics
- Provide a comfortable place where you can personally and privately improve your skills in reading, grammar, and math/algebra
- Are here to help you be successful!
Sign up in the lab to:

- Improve your *READING* vocabulary and comprehension as well as learn reading strategies
  
  201A (units) / 281A (no units)

- Brush up on your *WRITING/Grammar* skills
  
  201B (units) / 281B (no units)

- Improve your *MATH/Algebra* skills
  
  (281C for NO units)
No cost
No minimum or maximum hours requirements
Sign up in lab:
  281A = reading
  281B = writing/grammar
  281C = math/algebra
Proofreading Assistance
No grade ~ un-graded … UG
Proofreading Assistance

- You must be enrolled in ACDV 281B (no cost)
- We help you improve your own proofreading skills
- We proofread for grammar, punctuation, and spelling
- We proofread on the computer screen or on your paper
- You must clock in with the time card we provide …
  * keep time card with you as you type a paper
  * clock out
  * return time card to the box before you leave the lab
- One paper per visit ~ no more than 5 typed pages
- First come ~ first served basis … when lab staff are available
- Printing available
Printing in the Lab

- Must use a Gades card to print
  *It’s free. You can get one at the Student Affairs office in the Campus Center
- Must have money on the Gades card
  *this can be done in the Library Commons Area
- Printing costs 10 cents per page
In order for everyone to have a great experience in the lab, please remember:

- Children, friends, food, or drinks are not allowed in the lab—only bottled and capped water.
- Turn off cell phones—You will be asked to leave the lab for the remainder of the day if you are talking or texting.
- Internet use in this lab is limited to school related tasks such as the BC WebPage, My Reading and My Writing Labs, and teacher WebPages. Use of Facebook, MySpace, YouTube, etc. is not allowed. You may be asked to leave the lab for the remainder of the day if on these sites.
- Do not log into more than one PLATO program at a time—this is cheating and will result in disciplinary action.
To access your Plato account:

1. Enter the account name which is *bc01* for all students.
2. Enter your Plato Name which is your **BC student ID number**. Do not use the @.
3. Enter your password which is your *birthday* in this format: mmddyy.
4. Click on Login.
On the Home Page you will:

1. Read and respond to messages
2. Access assignments
3. Read announcements
4. Log Out
Messages

You can check for new messages and updates from the lab or send a message to the lab staff by clicking on the message button.
Messages from the lab staff may be to everyone or to you personally. If you see a number other than zero here, click to read the message.

If message is new, you will see a notice here.
To read a message in your message box:

Click on message to read

Select message and click Delete button to delete message

Click on New Messages arrow to send message
If you need to ask us a question, just raise your hand and someone from the lab will come over to help you. You may also send a message to the lab staff.

You can only send messages to the teacher.
To access your assignments, click on the assignment button.
You have options for finding assignments. If you don't see your assignment on this screen, select the Assignments button.
All students will do the pretest before beginning the lessons in Plato. The pretest assessment will be listed in your assignments. Double click on the assignment you wish to open.
If you score well on the pretest, you may be exempt from doing some sections. This will show as an e in a blue circle in the exemption column. You may do the assignment if you choose to.
Finish assignments you did not exempt
The column with the circles will show if you have worked on an assignment or if you have completed it.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Status</th>
<th>Completion</th>
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<tbody>
<tr>
<td>Properties of Real Numbers</td>
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<tr>
<td>Exponents: Exponential Form (Alg1.1)</td>
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<td>⭐️</td>
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<tr>
<td>Exponents: Expanded Form (Alg1.1)</td>
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<td>The Additive Inverse of Integers (Alg1.1)</td>
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After completing the pretest, you can click on a lesson to get a menu like the one below.

Sample lesson: Notice Application will not open until you have finished the Tutorial
When you successfully complete an assignment with 80% or higher on the mastery test, the star will turn gold.

<table>
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<th>Mastery</th>
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If you take the Mastery Test and do not pass, it will be locked until you do the tutorial and the practice modules. You will be able to take the mastery test up to four times. If you are having difficulty with a topic, the lab staff can sit down and work with you to help you be successful.
Also, if you leave an open screen in PLATO inactive after 5 to 10 minutes you will be automatically logged out and your work will be lost!!!
Very Important!

You must log out on the Plato log out button or your work may be lost! Do not X out of the program.

The lab staff hopes your participation in the Student Success Lab activities is a positive and rewarding experience for you this semester. Please let us know if there is anything we can do to help you!
You are almost ready...

- Fill out the paper work provided
- Let one of SS Lab staff members know you are finished so we can help you get started.